

December 17, 1945

INTERCOLLEGIATE BROADCASTING STATION REPRESENTATIVE

Enclosed you will find six blank copies of a program schedule form. We are sending these forms to all the member Colleges of the Inter-collegiate Broadcasting System. It is necessary that our sales staff have, at all times, an up-to-date schedule of your programs so that we may present to prospective clients the time availabilities on your station.

Will you kindly fill out one or two of these forms and return them to us as promptly as possible. You may use as many lines and spaces as necessary for any one program. We would like to have a blank space between each program so that we will know what spots are open for sale. If you broadcast on Saturday or Sunday, please put this information on the back sheet. If you use the code we have included, you will not have to write out a description of the program. You can just use the abbreviated letters.

This schedule should cover your broadcasting activities for the month of January. Additional blank forms will be forwarded to you at the end of next month to cover the February schedules.

We would appreciate having these forms, properly filled out, returned to us as soon as possible.

Very truly yours,

*Walter H. Robinson*  
Walter H. Robinson  
Manager

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